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Winsor Blacksmith Shop  
Milpitas, California

Carey & Co. Inc.  
19-Aug-05

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Mitigations

### Estimated Fees and Expenses

TASKS	Prin \$175	Proj Mgr \$140	Asst \$80	Clerical \$50	Project Hours	Fees
1 Review existing information		4			4	\$ 560
2 Photography						\$ -
Site visit		6	6		12	\$ 1,320
Cover card			1		1	\$ 80
Index to photographs		1	6		7	\$ 620
Labeling		1	6		7	\$ 620
3 Conduct research		1	8		9	\$ 780
4 Prepare written history	1	1	16		18	\$ 1,595
5 Prepare description						
Site visit (see 2, above)					0	\$ -
Prepare written description		1	8		9	\$ 780
6 Assemble for distribution	1	1	2	1	5	\$ 525
7 Prepare brochure	4	2	16		22	\$ 2,260
8 Identify salvage elements	1	1	8		10	\$ 955
9 Meetings (1)		2			2	\$ 280
Subtotal:	7	21	77	1	106	\$ 10,375
Expenses						
Communications/delivery						\$ 200
Copying/reproduction						\$ 100
Travel						\$ 200
Subtotal:						\$ 500
Consultants						
Photographer						\$ 6,500

Project Total: \$ 17,375

\*To be determined following review of drawings by the President of the Landmarks Board



CAREY & CO. INC.  
ARCHITECTURE

Documentation of the Winsor Blacksmith Shop  
Milpitas, California

### PROPOSED SCOPE OF WORK

The existing Winsor Blacksmith Shop may be either demolished or moved as part of the construction for the new Milpitas Library. The Environmental Impact Report for the project contains mitigation measures for architectural resources. The mitigation measures require documentation of the Winsor Blacksmith Shop following Historic American Buildings Survey (HABS) standards. In addition, the mitigation requires the preparation of an interpretive brochure and the salvaging of selected elements for display. Our proposal covers all of these requirements.

#### Scope of Work

1. Review existing information. Carey & Co. will review existing information about the Blacksmith Shop.
2. Photography. We will use the services of a professional photographer with HABS experience to take the required large format photographs of the building. We will accompany the photographer on at least one site visit to determine which views will be included for documentation. A minimum of 20 large format (4 X 5) photographs will be taken of the exterior and interior of the Blacksmith Shop. Carey & Co. will prepare the written material which will accompany the photographs and label all negatives, photographic prints, sleeves and photo-mount cards.

The estimate for photography is based on taking 20 shots of the Blacksmith Shop. This will result in 80 prints to be distributed to the four repositories identified in the mitigation measure.

4. Research the Winsor Blacksmith Shop. We will conduct research at the Milpitas Library and the Milpitas Historical Society. We will also conduct oral history interviews if sources are available.
5. Prepare a history of the Blacksmith Shop. We will prepare a written history that incorporates oral history and documentary research.

6. Visit the building to prepare an architectural description, and to determine the building's physical development. At this time, we will coordinate with the photographer and also identify architectural elements to be salvaged (see 10, below).
7. Prepare a written description of the building.
8. Create a documentation package consisting of the labeled photographs and the written material prepared in 5 and 7, above.
9. Prepare a brochure describing the historical and architectural qualities of the Winsor Blacksmith Shop to be made available at local libraries and museums. We will prepare draft and final text and layout for the brochure. The City will be responsible for printing. We assume that the brochure will be prepared from one, 8 ½" X 11" sheet, tri-folded, with the first panel laid out as a cover, and the remaining five panels consisting of a combination of photographs and text. If available, historic photos will be included in the brochure.
10. Identify architectural elements to be salvaged and incorporated into a display.
11. Meetings. One meeting is included in this proposal.

#### Fees and Expenses

Carey & Co. will undertake the Scope of Work above on a time and materials basis not to exceed \$17,375, without prior written authorization from the client. The photographer requests a \$750.00 deposit prior to commencing with the work.

#### Supplemental Services

1. All supplemental services will require prior written authorization from the client.
2. All work will be performed by Carey & Co. If additional consultants are required, this will be a supplemental service. No consultants will be placed under contract without prior written approval from the client.
3. This proposal and the terms contained herein are good for a six month period from the date of the proposal. If an agreement for professional services has not been concluded prior to the end of the six month period, Carey & Co. reserves the right to prepare a revised scope of services and estimated project cost.
4. Per section 5536.22 of the 2000 *Architects Practice Act*, Carey & Co. will not commence work prior to the execution of a written contract.
5. Meetings. Meetings will be limited to one. If attendance at additional meetings is required, time and materials will be billed as a supplemental service.